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Spring 2012

CS 206-01: Computer Software Productivity Tools

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COURSE SYLLABUS

CS 206-01- Computer Software Productivity Tools Computer Science Department Wright State University

Spring, 2012

General Course Information

Instructor: John Herzog

E-mail: jherzog72@yahoo.com

**IF YOU DO NOT GET A RESPONSE WHEN YOU E-MAIL ME CALL ME AT 937-390-9169
(Office) or 937-206-3423 (Cell Phone)**

Class Times: 2:15-3:55 pm

Classroom: 320 Oelman

Office Hours: 7:15-8:00 pm T, Th 160 Russ Center

Web site: Pilot.wright.edu

Prerequisites: CS 205 or the equivalent.

Credit Hours: 4 Quarter Hours

Textbook: New Perspectives Ms Office, 2010, Second Course, Publisher: Cengage,
ISBN: 9780538743099

Course Requirements:

1. SAM testing system (if you have already used SAM in another course you do not need to repurchase it)
2. Flash Drive

**PLEASE NOTE THAT WHEN YOU INSTALL SAM THE WSU INSTITUTION KEY
IS: T2025575**

Course Description

Focus on learning MS Office software applications including advanced topics in spreadsheets, database and presentation graphics, using a case study approach where critical thinking and problem solving skills are required. Computer concepts are integrated throughout the course to provide an understanding of advanced computing, the latest technological advances and how they are used in industry. Ethics and issues encountered in business are discussed to challenge students on societal impact of technology.

Course Goals

1. To understand the advanced computing concepts so students are able to use a computer as a decision support and problem solving tool.
2. To use software applications to assist in making organizational and business decisions by adding to and building upon concepts already learned in CS 205.
3. To be aware of the latest technologies and their application to organizations.
4. To be aware of the ethical and social implications of computing so students can make informed, responsible decisions

Course Objectives

1. To integrate computer concepts topics with software application tasks so students understand the concepts underlying the application and can make informed decisions regarding the selection of an application to solve a particular business problem by doing the following:
 - a. **Microsoft Excel 2010:**
 - Creating Loan Information
 - Working With Lists, Working With Logical Functions
 - Working With Multiple Worksheets And Workbooks, Database Functions, And Filtering, And Integrating Excel with Other Window Programs
 - b. **Microsoft Access 2010:**
 - Enhancing a Table's Design, and Creating Advanced Queries, Creating Custom Reports
 - Creating Custom Forms
 - Creating Macros And Switchboards
 - c. Other Advanced Tasks, Such As Cross Tab Queries, Parameter Queries, Expressions Right, Left, Mid, Datepart, IIf In Queries And Reports, Make Table Queries, Delete Queries, Macro Groups, Transfer Spreadsheet Macros And More.

Course Format

A combination of lecture, demonstration and lab activities will be used during class. Typically each week, the first class will be dedicated to lecture and second class will be used to complete lab-based assignments. Web based activities and interactive labs provide material reinforcement and alternative methods to learning.

The following software is used in the 152 A Russ lab:

- Microsoft Windows XP Operating System
- Microsoft Office 2010 Professional Suite
- Internet Explorer

Files submitted for grading must be in the correct format.

The course is divided into 3 modules:

- 1) Spreadsheets-Excel (Advanced)
- 2) Database-Access (Advanced)
- 3) Database-Access (Post-Advanced)

Additional Materials

Flash Drive - to save your files.

Course Slides, Reference material found on Pilot

Grading and Evaluation Criteria

The following tentative scale will be used to calculate your grade:

90 – 100 % of all 300 Points	A
80 - 89 %of all 300 Points	B
70 – 79 %of all 300 Points	C
60 – 69 %of all 300 Points	D
59 of all 300 Points and below	F

Students must earn a minimum grade of 60 % on each module to pass the course – as discussed by your Instructor. The course will be graded on the following areas.

Homework 50 Points
Exam One 100 Points
Exam Two 100 Points
Exam Three 50 Points

Assignment and Exam Policy

AT NO TIME DURING A QUIZ OR A TEST MAY A STUDENT:

- a. Go on the internet.
- b. Look at the screen of the students on either side of them.
- c. Talk to the students of either side of them.
- d. Any use whatsoever of a cell phone.
- e. Put hands below the desks.
- f. Look at notes in back packs or books.

Assignments: Assignments for Excel and Access are due on the test day of those subjects.

Tests: No make up tests given unless there is a case of sickness, death in the family or emergency as deemed relevant by the instructor. Students must be prepared to show documentation in such instances.

Students with Disabilities

Students with special needs should make the Instructor aware of any adaptations needed to complete this course during the first week of class.

Backup Policy

You are responsible for maintaining a backup copy of your assignments.

Classroom Policies and Guidelines

- 1) Any data save to the local hard drive will be deleted upon reboot. Save you data to a portable external drive such as a flash drive.
- 2) Academic Integrity

It is the policy of Wright State University to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and truth. Furthermore, it is the policy of the university to enforce these standards through fair and objective procedures governing instances of alleged dishonesty, cheating, and other academic misconduct. **The following recommendations are made for students.** You are responsible for doing your own work. You are not to make copies of files for others or accept others files. Academic misconduct procedures will be followed. Refer to the following web site for a complete listing of the Academic Integrity Guidelines. http://www.wright.edu/students/judicial/stu_integrity.html

The following is defined as cheating with homework:

- 1) Copying a file and putting your name on the file, even if you have helped another create that file. As mentioned above you must do your own work.
- 2) Failure to create and modify your own file from scratch, or when required to download a file from Pilot or the U drive for modification, failure for a student to download their own

individual file and making their own changes. You must do ALL of the tasks required YOURSELF.

- 3) One person creating a file and then uploading that file repeatedly to Pilot using others' accounts thus falsely giving the impression that the others created the file from scratch.

The following is defined as cheating on a test (or quiz):

- 1) Talking to the person next to you at any time during a test.
- 2) Being on the internet or e-mail during the test unless asked to go on the web by the instructor.
- 3) Placing your hands below the countertop during an exam.
- 4) E-mailing a student from outside the classroom during a test.

3) Responsible Use of Information Technology

Wright State University provides computing, information, and communications resources for its students to support their learning and research. Access to these information technology resources is a privilege and requires adherence to this Information Technology policy as well as to other University policies, including but not limited to: World Wide Web (Wright Way 2001), Copyrighted Materials (Wright Way 2303), WSU Student Handbook, WSU Student Organization Handbook, and Student Housing Data Network Acceptable Use Policy.

Users of the University's information technology resources are also bound not only by those laws, policies, and regulations that are specific to computing, telecommunications, and networks, but also by all other international, federal, state, and local regulations and statutes that apply.

This policy applies to all use of the University's computing, information, and communications resources, whether administered by Computing and Telecommunications (CATS), by individual University colleges and departments, or by off-campus units that connect remotely to the University's network and operate under the aegis of WrightStateUniversity. Privately-owned machines, while attached to the University network, are subject to the same policies as University-owned computer systems.

Responsibility for the use of the University's computing, information, and communications resources by minors (persons under 18 years of age) rests with their parents or legal guardians.

This information was obtained from Wright State's Office of Judicial Affairs. Complete information may be found at: <http://www.wright.edu/cwis/policies/itpolicy.html>

- 4) The printers are to be used for course assignments only. Do not print an assignment or any other document unless instructed to do so by your Instructor. For printed assignments print 1 copy only – check the print preview first.
- 5) Do not use the computers during the lecture, unless instructed to do so by the instructor. **YOU SHOULD NOT BE WORKING ON HOMEWORK OR ON THE INTERNET DURING LECTURE.**
- 6) When finished working on your PC, shut it down. Please be sure to turn off both the monitor and the processing unit.
- 7) No eating, smoking, drinking or chewing gum in the classroom.
- 8) Notify the Instructor or Student Worker of any hardware problems.

Topics Covered by Week

Schedule

Week 1	Tue, March 27, 2012 Excel	Thu, March 29, 2012 Lab
Week 2	Tue, April 03, 2012 Excel	Thu, April 05, 2012 Lab
Week 3	Tue, April 10, 2012 Excel	Thu, April 12, 2012 Lab
Week 4	Tue, April 17, 2012 Review/Lab	Thu, April 19, 2012 Test One (Excel) Excel HW Due
Week 5	Tue, April 24, 2012 Access	Thu, April 26, 2012 Lab
Week 6	Tue, May 01, 2012 Access	Thu, May 03, 2012 Lab
Week 7	Tue, May 08, 2012 Access	Thu, May 10, 2012 Lab
Week 8	Tue, May 15, 2012 Review/Lab	Thu, May 17, 2012 Test Two (Access) Access HW Due
Week 9	Tue, May 22, 2012 Adv. Access Review-Asst's Due/Lab-Reconcile	Thu, May 24, 2012 Lab
Week 10	Tue, May 29, 2012 Day	Thu, May 31, 2012 Final Access II,

Homework

Some of the assignments will ask you to do tasks that we may deem unnecessary and thus the percent you receive from SAM may have to be adjusted.

Excel:

Assignment 1-New Perspectives Excel 2010 Tutorial 5: Case Problem 1 (5 Points)
 Assignment 2-New Perspectives Excel 2010 Tutorial 6: Case Problem 1 (5 Points)
 Assignment 3-New Perspectives Excel 2010 Tutorial 7: Case Problem 1 (5 Points)
 Assignment 4-New Perspectives Excel 2010 Tutorial 8: Case Problem 1 (5 Points)

Access:

Assignment 5-NEW PERSPECTIVES ACCESS 2010 TUTORIAL 5 - CASE PROBLEM 1 (5 Points)
 Assignment 6-NEW PERSPECTIVES ACCESS 2010 TUTORIAL 6 - CASE PROBLEM 1 (5 Points)
 Assignment 7-NEW PERSPECTIVES ACCESS 2010 TUTORIAL 7 - CASE PROBLEM 1 (5 Points)

Advanced Topics In Access:

(Assignment 8 worth 15 Points)

Part I

1. Save the **Birds2U** Database from Pilot to your flash drive or desktop.
2. Copy the query named **On Hand Report** and name it **On Hand Report (Given Supplier)**.
3. Copy the report named **On Hand Report** and name it **On Hand Report (Given Supplier)** also.
4. Open the **Supplier Master Update Form**.
5. Change the criteria of the newly copied **On Hand Report (Given Supplier)** QUERY so it shows only the supplier now visible in the **Supplier Master Update Form** (use the expression builder in the query design to achieve this).
6. Change the record source of the newly copied **On Hand Report (Given Supplier)** to read the **On Hand Report (given Supplier)** query you just changed.
7. Put a button in the header of the **Supplier Master Update form** (to the right of the **Main Menu** button) labeled **On Hand Report (Given Supplier)** (As seen in **Attachment One**) that runs a macro that will:
 - a. Refresh the record
 - b. Open the **On Hand Report (Given Supplier)** report in Print Preview.
 - i. Make sure the query read by this report is now **On Hand Report (Given Supplier)** at that it will only show the supplier (based upon the Supplier Code) on the Main form of the Supplier Master Update Form that is now on the screen.

- c. Maximize the report. If you do the report and query properly it should look like **Attachment Two** (assuming you are on the **All Birds Supply** record).

Attachment One

Supplier Master Update

Search for Supplier by Name: [All Birds Supply]

Supplier Code: [Blank] Picture: [Blank] Comments: [Blank]

Name: All Birds Supply

Address: 234 Southward

City: Elgin

State: AZ

Zip Code: 85185

Telephone Number: 602-555-6756

Fax: 602-555-6574

Total On Hand

Item Code	Description	On Hand	Cost	Selling Price	Supplier Code
WF01	Hummingbird Feeder	5	\$11.35	\$14.25	05
WF10	Window Feeder	10	\$14.25	\$15.95	05
GF12	Globe Feeder	12	\$14.80	\$16.25	05
		0	\$0.00	\$0.00	05

Record: 1 of 5

Attachment Two

On Hand Report

Supplier Code	Name	Description	Item Code	On Hand	Cost	Selling Price	Total Value on Hand
05	All Birds Supply	Globe Feeder	GF12	12	\$14.80	\$16.25	\$177.60
		Hummingbird Feeder	WF01	5	\$11.35	\$14.25	\$66.75
		Window Feeder	WF10	10	\$14.25	\$15.95	\$142.50
Sum				27			\$376.85
Grand Total				27			\$376.85

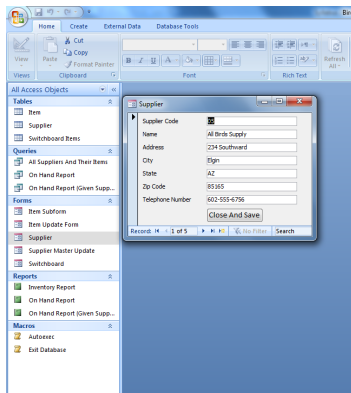
Wednesday, March 02, 2011

Page 1 of 1

Part II

- Create a **NEW** query (using the **Supplier** and **Item** tables) that will show all suppliers whether they have items listed or not (or whether or not the **Description** field is null) using the following specifications:
 - Make sure the query has only the supplier **Name** field.
 - Add a field to the query in the query design grid, and name the field **Item Descriptions**. Make sure the field uses the **iif** function showing the item **description** if the supplier has items assigned to them. If the supplier has no items, the field should read **No Items**.
 - Name the Query **All Suppliers And Their Items** (As shown In **Attachment Three**).

Attachment Three



- d. Make sure that the **Supplier Code** combo box in the **Item** form will refresh when it has focus by attaching the **Pop Up Macros.Refresh** macro to it.
3. Open the **Supplier Master Update Form**.
 - a. Cut the fields from the Main Form and then add a Tab Control.
 - b. Put the **Supplier Code, Name, Address, City, State, Zip Code, Telephone Number, Fax Number** fields in the first page and name that page **Supplier Data**. Put all of the remaining fields in the second page and name that page **Supplier Misc** (it should look like Attachment Six).

Attachment Six

Supplier Master Update

Search for Supplier by Name: [Main Menu] [On Hand Report (Given Supplier)]

Supplier Data | Supplier Misc

Supplier Code: 05
 Name: All Birds Supply
 Address: 234 Southward
 City: Elgin
 State: AZ
 Zip Code: 85165
 Telephone Number: 602-555-6796
 Fax Number: 602-555-6574

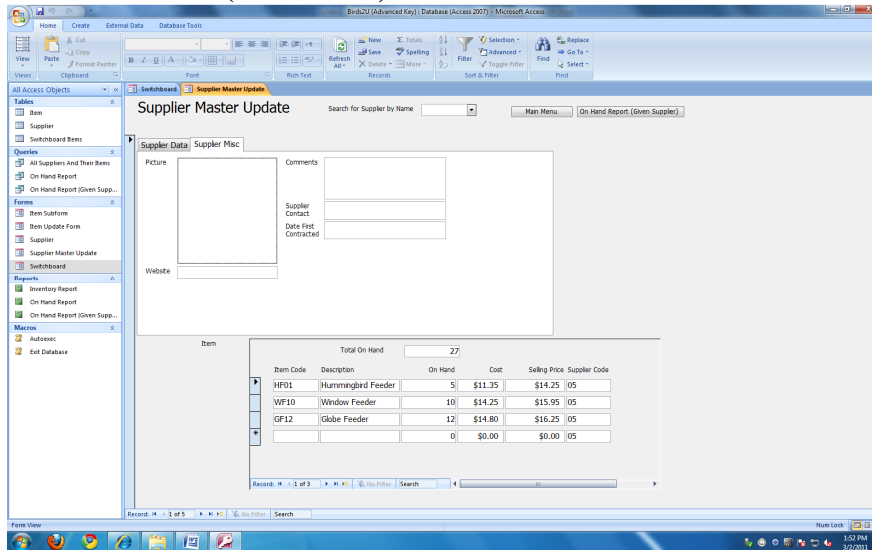
Item:

Total On Hand: 27

Item Code	Description	On Hand	Cost	Selling Price	Supplier Code
HF01	Hummingbird Feeder	5	\$11.35	\$14.25	05
WF10	Window Feeder	10	\$14.25	\$15.95	05
GF12	Globe Feeder	12	\$14.80	\$16.25	05
		0	\$0.00	\$0.00	05

Records: 14 of 3 | No Filter | Search

Attachment Six (Continued)



Part III

1. In the Switchboard of the Database, create an option group with the caption AND NAME of **Supplier Views**.
 - a. Make one of the option button's captions read **TableView** and let the other read **Form View**.
 - b. Make sure that it is the option button style with the shadows.
 - c. Let the values be 1 and 2 respectively and allow the Form View to be the default button chosen when the Switchboard is open.
 - d. Add a command button below the option group with the caption **Supplier**.
 - i. Make sure the button has an embedded macro that is a conditional macro that will:
 1. read the option group and open and maximize the **Supplier Table** when the **Table View** option button is chosen and will then take the user to a new record.
 2. read the option group and open and maximize the **Supplier Form** when the **Form View** option button is chosen and will then take the user to a new record.
2. (New Task) Open the Supplier Form and put the action buttons in the form header that will:
 - a. Add a new record (with the caption **Add a New Supplier**)
 - b. Delete the current record (with the caption **Delete This Supplier**)
 - c. Go to the next record (with the caption **Go To Next Supplier**)
 - d. Go to the previous record ((with the caption **Go To Previous Supplier**)
 - e. Go to the first Record (with the caption **Go To First Supplier**)
 - f. Go to the last record (with the caption **Go To Last Supplier**)
3. In the main form, lock the **Supplier Name** field.
4. (New Task) Make a union query showing all the fields and records for each of the tables named **SuppliersColumbus** and **Suppliers Dayton**.
 - a. Name the query **Union Query**.
5. Encrypt the Database with the password of **herzog**.

There may be more added to assignments in the advanced area of Access, but such assignment changes will be discussed and announced.

IMPORTANT NOTICES!!!!!!!!!!!!

1. ***Reconciliation day*** is last class day before the final. Make sure that you and the TA agree as to what you have turned in. **NO GRADE CHANGES AFTER THE QUARTER END!**
2. If you have ***excessive absences*** from lectures and labs, you may be required to show photo I.D. before you are permitted to take an exam.
3. **NO ASSIGNMENTS ACCEPTED AFTER DUE DATES!!!!!!!!!!!!**
4. ***Make-up exams*** will only be given in the event of extreme, documented circumstances or prenotification.
5. A quarter grade of ***incomplete*** can only be awarded in the event of extreme, documented circumstances before the end of the quarter.
6. Students are responsible for getting information if they ***miss lectures***.
7. Open labs are in 152 C Russ Center 7 days per week, 24 hours/day.
8. **STOP THE INSTRUCTOR IF YOU ARE LOST!** Do not ask other students during a lecture for help as it causes a distraction.
9. **DO NOT MISS LECTURES UNLESS IT IS ABSOLUTELY NECESSARY.** There are items on tests that are covered in class that are not in the textbook. Even things in the textbook are better understood by attending the lectures.
10. **IN ORDER TO PASS THIS COURSE, YOU MUST COMPLETE AT LEAST 2 OF THE ASSIGNMENTS IN EACH STUDY AREA AND YOU MUST SCORE AT LEAST A 60% ON EACH!!!!!!!!!!!!**